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INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: R&D Employees **Date:** 1997 February 20

From: Cathy L. Ellis

Subject: **Maintenance of R&D's Records**

Effective immediately R&D's records will be maintained by two Central Files. It is an expectation of employment that everyone will comply with the following procedures.

The Primary Central File. This function, located on T-1 adjacent to the lecture hall, is responsible for the storage and retrieval of all R&D documents coded P0622 and classified CONFIDENTIAL, RESTRICTED, or PRIORITY. It is the responsibility of the originator[1] to copy the Primary Central File, along with the appropriate transmittal form, at the time of generation of a document. Following original distribution, as noted on your document, all subsequent copies must be obtained through the Primary Central File.

The Trade Secret Central File. This function, located on A-1 opposite the cafeteria, is responsible for the storage and retrieval of all R&D documents classified as TRADE SECRET, with the exception of flavor formulations. It is the responsibility of the originator [1] to copy the Trade Secret Central File, along with the appropriate transmittal form, at the time of generation of a document. Following original distribution, as noted on your document, all subsequent copies must be obtained through the Trade Secret Central File.

What you must do now:

A rewritten classification scheme noting the above changes will be distributed shortly. Transmittal forms specific to each Central File will be posted soon as Word templates. In the meantime, please:

1. Check your files and ensure that you are in compliance with the policy to submit to the **Primary Central File** a copy of every P0622 document that you have generated. Remember that laboratory notebooks are coded P0622 and are to be submitted for microfilming upon their completion or disuse.

2. Deliver to the **Trade Secret Central File** a copy of every trade secret document which you have generated since the discovery process of mid-1996, which caused all existing trade secret documents to be collected in E-1 conference room. Be prepared to provide project identification, if necessary. Continue to copy the Trade Secret Central File in the future as you generate new documents. Remember that trade secret documents must not be sent through interoffice mail.

If you have questions, please address them to a member of the records staff.

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[1] Or the responsibility of the primary R&D recipient of a P0622-type document coming into R&D from a consultant, colleague, etc., in keeping with the records management requirements

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